Monica Pepin

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LINKS

Website
LinkedIn
GitHub

SUMMARY OF QUALIFICATIONS

- Excellent **React, Javascript**, **GitHub, MUI, Bootstrap**, **HTML**, and **CSS** skills reinforced through the **development of web apps** and websites
Proficient organizational skills, team spirit, and **communication skills** enhanced through administrative experience
Fluent in English and French, beginner's Spanish

SKILLS AND ABILITIES

Programming skills

Created an e-commerce web app with two **software engineering** and **computer science students,** using **React, Javascript, MUI library, Bootstrap, Firebase**, and **emailJS (API)**
Built a Twitter Clone using **React, Javascript, Tailwind CSS, Firebase, Next.js, NextAuth,** focusing on **responsiveness**

Organizational an d team skills

Gathered information from emails and phone calls and **communicated** it effectively to staff members at meetings, while **delegating** tasks
Took note of important deadlines and ensured that every **team** member completed their task on time

WORK EXPERENCE

University of Ottawa, Ottawa *- Note-taking assistant* (Jan. 2022 - Present)
- Learned to take organized, legible notes, and documenting procedures
- Provided students in the accessibility center with thorough class notes

Laval Christian Fellowship , Laval *- Administrator* (Jun. 2019- Feb. 2022)
- **Updated website by designing** and uploading esthetic banners
- Used google calendar, drive, docs, slides, sheets & forms
- Took notes for staff meetings, responded to emails, and delegated tasks

EDUCATION

Dawson College, Montreal (Aug. 2020 - Dec. 2021)